

Department of Mental Health and Addiction Services

JOB POSTING

DMHAS - Connecticut Mental Health Center

Substance Abuse Treatment Unit - Secretary 2- CM # 26586

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 1 Long Wharf Drive New Haven, CT 06519

Program/Unit: S.A.T.U. – Substance Abuse Treatment Unit

Shift/Schedule/Hours: 1st Shift / Monday – Friday / 8:30 AM to 5:00 PM / 40 Hours Weekly.

Salary: \$45,360.00-\$59,316.00

Posting Date: Tuesday August 5, 2014

Closing Date: Monday August 11, 2014

Duties may include but not limited to: Plan, organize and coordinate the full range of office support activities. Design and recommend forms, procedures and office systems. Respond to specific assignments; coordinate such tasks. Support quality improvement activities such as monthly audit preparation, processing and distribution of weekly caseload and productivity reports; taking and distributing meeting minutes; process and track requests for WITS access; supporting billing activities through data entry; manage materials and order supplies. Technical skills required, i.e. business communications (writing and editing letters and reports), considerable knowledge of office systems and procedures, research skills, knowledge of business math, ability to take notes (shorthand, speedwriting or other acceptable method). The person in this position will have a higher level interpersonal dimension to their job. Ability to schedule appointments and meetings for staff including MD's; Fellows; and Triage appointments. Handle phone calls requiring knowledge of and sensitivity to the unit's functions, etc. Troubleshoot for the manager in keeping the office running in a smooth and efficient manner. As a Secretary 2, the interpersonal dimension would require tact and diplomacy and the ability to accurately give and receive information.

Preferred bilingual Spanish speaking to engage those monolingual clients that present for services.

Special Requirements: Incumbent must be proficient in Microsoft Word and Excel. Must possess and retain a current motor vehicle operator's license. Travel required.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Secretary 1 applying to a Secretary 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

DMHAS – Connecticut Mental Health Center

ATTN: Donna Zwilling, Human Resources Assistant, FAX: (203) 974-7637

34 Park Street, New Haven, CT 06519

Email : donna.zwilling@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities' persons with disabilities and in recovery are encouraged to apply. **(NP-3)**